FIVE YEAR FORECAST
REPORT EXPLANATION
(.EMIS_MISSING_FORECAST_CCYY.PRT)
(.EMIS_MISSING_FORECAST_CCYY_UPDATE.PRT)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
8/10/2007	McKeand/OIP	Creation of Report Explanation

Report Overview
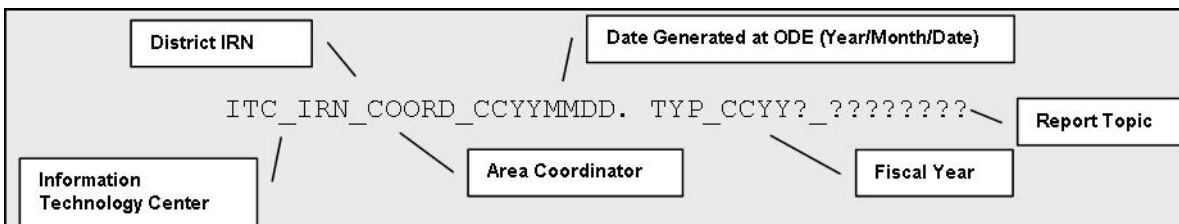
General Description and Significance

Districts are required to submit an initial five-year forecast through EMIS by October 31st of each year (reporting period P) and an updated forecast between April 1st and May 31st of each year. Both the five-year projections and the forecast notes must be successfully submitted to EMIS in order to meet these statutory requirements. The purpose of the report is to determine whether or not a school district has submitted its Five Year Forecast to ODE.

Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYY? denotes the century and year and processing period.
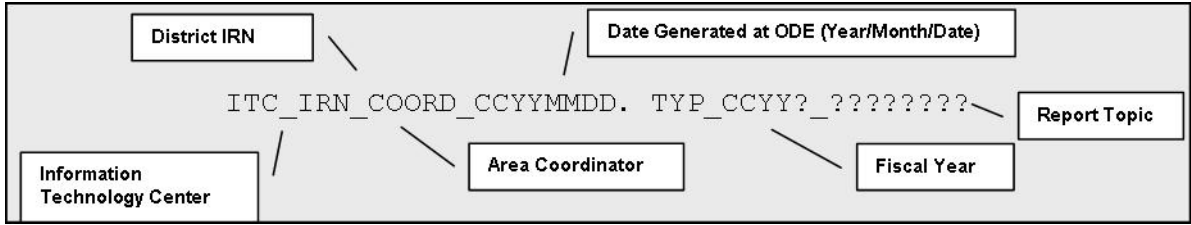
Report Name and Timing

The file name for the report is: **EMIS_MISSING_FORECAST_CCYYP.PRT;** its components are described below. The initial report is produced no later than October 31st for (P) reporting period annually.

The file name for the report is: **EMIS_MISSING_FORECAST_CCYYP_UPDATE.PRT;** its components are described below. The updated forecast must be completed for (P) reporting period between April 1st and May 31st annually.

ODE Processing

Process Description

Logic

The program that produces this report determines whether or not ODE has received a QF and QN file from a district. If no data are found, the district will be on the report.

In order to establish whether the report is an UPDATE or Initial Report, the program will choose the highest date of the current fiscal year. As stated in the EMIS Manual, an updated Five-Year Forecast is required. The highest date for the "QF" and the "QN" files must be greater than this date.

The program will then sort by the "QF" and "QN" sort-types. If neither type is found, the district will see a "N" under both columns. If one sort type is submitted, there will be a "Y" under the respective sort type.

Data Source

The data for the Missing Forecast Report is retrieved from OEDS and the EMIS AUDIT.RMS file.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
District IRN		OEDS	
District Name		OEDS	
District County		OEDS	
ITC		OEDS	
FISCAL YEAR		Five Year Forecast	
RPT-PER		Five Year Forecast	
DIST-IRN		Five Year Forecast	
SORT-TYPE		Five Year Forecast	
PROCESS DATE		Five Year Forecast	

Derived Data Used in Report

There are no derived data used in the report

Report Selection Criteria

Criteria for report selection includes:
- OEDS district types "1", "2", "3" with district code "0000", "4", "G", "H"
- Records from the current fiscal year and reporting period "P"
- Sort types "QF" (Five Year Forecast) and "QN"(Five Year Forecast Updated).

Report Sample, Traditional Report

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

These headers appear on each page of the report. There are four pages on the traditional report and each of these pages has its own column headers indicating the data described on each detail line.

Additional report header information is as follows:

```
                                                                LAST
          DIST     DIST                    FORECAST   FORECAST   PROCESS
OBS       IRN      NAME        COUNTY       (QF)       NOTES (QN)  DATE     ITC
```

Report Detail

Fields to Display

OBS	number of SAS observations
DIST IRN:	ODE Assigned number
Dist Name	from OEDS
County	from OEDS
Five-Year Forecast	column to hold "Y" or "N" telling whether or not the QF record was submitted
Five-Year Forecast Updated	column to hold "Y" or "N" telling whether or not the QN record was submitted
Last Process Date	Audit files' last processed date
ITC	from OEDS, please note change in acronym from FY2007

Detail Information

Report Summary

There is no summary.

Report Layout/Sample

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OHIO DEPARTMENT OF EDUCATION                       11:09 Monday, June 25, 2007   1
                                       INFORMATION MANAGEMENT SERVICES
                            DISTRICTS MISSING UPDATE FOR OCTOBER 31 FY2007 - REPORTING PERIOD P
                                  SORT TYPES  QF (FORECAST)  AND  QN (NOTES)
                            Y=DATA SUBMITTED     NS=NOT SUBMITTED     *=SUBMITTED NO DATA

                                                                                        LAST
                     DIST      DIST                            FORECAST    FORECAST    PROCESS
                Obs  IRN       NAME              COUNTY           (QF)     NOTES (QN)    DATE
ITC
                1    043927    East Palestine City SD    Columbiana        Y            NS       20070609
ACCES
                2    045161    Youngstown City SD        Mahoning          Y            NS       20061104
ACCES
                3    045443    Leetonia Schools Ex Vill SD  Columbiana     Y            Y        20061104
ACCES
                4    048959    Middle Bass Local SD      Ottawa            *            *
NOECA
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Error Detection and Correction

If a school district appears on this report, the district should verify that their Forecast records have been entered and re-submit to ODE.

If you believe you submitted the data but your district is showing up on the missing report, please work with your ITC to determine why your records have been rejected.

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